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Approved

Minutes of the CAP Competencies Committee (CAPCC)

Date: September 24, 2012

Location: LTC Forum

Present:

Sawyer Hunley

Don Pair

Juan Santamarina

Leslie Picca

Joan Plungis

Jim Dunne

John White

Riad Alakkad

Kathryn Kinnucan-Welsch

Becki Lawhorn

Fred Jenkins

Absent:

Leno Pedrotti

Elizabeth Gustafson

Scott Schneider

Announcements:

Leslie will be unable to attend most of October. Leno anticipates return in approximately 2 weeks. ECAS is still seeking two student representatives.

Committee members will need to think about next semester meeting times. Once Composite is complete, Nita send request for schedule information.

Meeting Minutes:

Approval of Prior Minutes:

Motion to approve Minutes from 9/17/2012 by Jim Dunne; second motion by Riad Alakkad with changes, committee voted all in favor to approve.

- Remove references to "Manual" from Procedures document
- Remove Jennifer Creech from Absent

Course Approval and Time Limitation of Approvals (Procedure Document, Section 4.8)

Discussion surrounding what will be reviewed. Procedures will need to have provision for review of courses without substantial change that will not require full course approval process and/or department discretion where appropriate as well as provision for full review when course has substantially changed. Juan will work on new wording and send to committee.

After much discussion surrounding different timeframes and the implications thereof, the motion was made by Juan and a second motion made by Becki that three years be the timeframe for review. The committee voted and unanimously passed the motion.

Next Meeting: Monday, October 1, 2:00PM-3:00PM, LTC Forum

Meeting was adjourned.

Respectfully submitted by Nita Teeters, CAP Assessment Coordinator